University of Reading

Safety Code of Practice 6

EMERGENCY EVACUATION PROCEDURES

Emergency Services 0 or 9-999

University Security Services Extn. 6300 (0118 378 6300)

Fire emergency

If you discover a fire, YOU must:

- If safe to do so, close the door of the room.

- Raise the alarm using the nearest fire alarm call point.

- Phone the emergency services using the nearest telephone (0 or 9-999 on an internal University phone, or 999 by mobile phone)

- Phone Security Services on Extn 6300 (0118 378 6300 on a mobile).

- Evacuate the building using the nearest fire exit and report to the assembly point.

Only if it is safe to do so, you may try to put out the fire using the correct extinguisher or fire blanket. If you encounter smoke, keep low, crawl on hands and knees, and keep your face close to the floor where the air is clearer. If your escape is cut off, go into a room with a window, close the door behind you. Stand by the window, call for help and wave a handkerchief or flash a light to attract attention and await rescue.

When you hear the fire alarm YOU and everyone else in the building must:

- Evacuate the building as quickly as possible, using the nearest safe exit. Lifts must not be used unless they are designated evacuation lifts and are operated under the control of the Evacuation Officer or Fire Service.

- Ensure that disabled staff/visitors are escorted to a Refuge Area or out of the building.

- Close all doors and windows in the area before leaving but not if this will endanger yourself.

- In workshop and laboratories make the area safe if possible.

- Report to the Fire Warden at your designated assembly point.

- **Do not re-enter the building or leave the assembly point** until advised by the Emergency Services or Evacuation Officer that you can do so.

In **YOUR** normal place of work or study **YOU** must make yourself aware of:

- The location of the nearest fire alarm call point
- **YOUR** possible evacuation routes
- The sound of the fire alarm or any other alerting mechanism
- The location of **YOUR** fire assembly point for the building
- The location and type of **YOUR** nearest fire extinguisher(s)
- The location of fire refuges
- The name of **YOUR** Fire Warden
- The telephone number for the Emergency Services (999)
- The telephone number for the University Security Services (0118 378 6300)

Personal safety is a priority over property

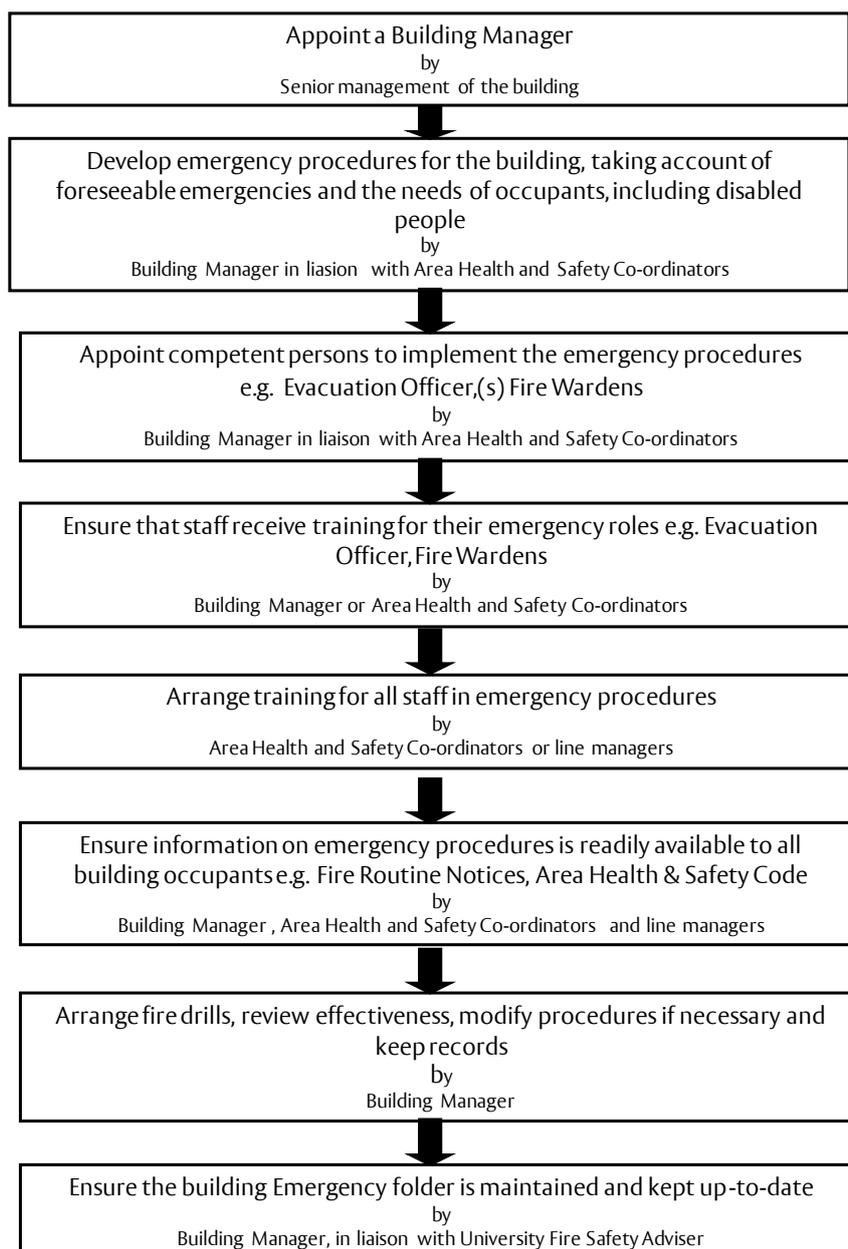
Contents

1 SUMMARY

This Safety Guide applies to all University buildings, excluding residential property. It sets out generic emergency evacuation procedures that apply across each of our campuses and with which staff, students, tenants and visitors must comply to ensure their own safety. It covers the main types of incident that might affect University premises and require evacuation, namely fire, bomb threats, suspicious packages, chemical spillages and gas leaks.

Schools and Directorates must:

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┌──────────────────────────────────────────────────┐
│              Appoint a Building Manager           │
│                        by                         │
│          Senior management of the building        │
└──────────────────────────────────────────────────┘
                         ↓
┌──────────────────────────────────────────────────┐
│  Develop emergency procedures for the building,   │
│  taking account of foreseeable emergencies and    │
│  the needs of occupants, including disabled       │
│  people                                           │
│                        by                         │
│  Building Manager in liasion with Area Health     │
│  and Safety Co-ordinators                         │
└──────────────────────────────────────────────────┘
                         ↓
┌──────────────────────────────────────────────────┐
│  Appoint competent persons to implement the       │
│  emergency procedures                             │
│  e.g. Evacuation Officer,(s) Fire Wardens         │
│                        by                         │
│  Building Manager in liaison with Area Health     │
│  and Safety Co-ordinators                         │
└──────────────────────────────────────────────────┘
                         ↓
┌──────────────────────────────────────────────────┐
│  Ensure that staff receive training for their     │
│  emergency roles e.g. Evacuation Officer,         │
│  Fire Wardens                                     │
│                        by                         │
│  Building Manager or Area Health and Safety       │
│  Co-ordinators                                    │
└──────────────────────────────────────────────────┘
                         ↓
┌──────────────────────────────────────────────────┐
│  Arrange training for all staff in emergency      │
│  procedures                                       │
│                        by                         │
│  Area Health and Safety Co-ordinators or line     │
│  managers                                         │
└──────────────────────────────────────────────────┘
                         ↓
┌──────────────────────────────────────────────────┐
│  Ensure information on emergency procedures is    │
│  readily available to all building occupants      │
│  e.g. Fire Routine Notices, Area Health & Safety  │
│  Code                                             │
│                        by                         │
│  Building Manager , Area Health and Safety        │
│  Co-ordinators and line managers                  │
└──────────────────────────────────────────────────┘
                         ↓
┌──────────────────────────────────────────────────┐
│  Arrange fire drills, review effectiveness,       │
│  modify procedures if necessary and keep records  │
│                        by                         │
│                Building Manager                   │
└──────────────────────────────────────────────────┘
                         ↓
┌──────────────────────────────────────────────────┐
│  Ensure the building Emergency folder is          │
│  maintained and kept up-to-date                   │
│                        by                         │
│  Building Manager, in liaison with University     │
│  Fire Safety Adviser                              │
└──────────────────────────────────────────────────┘
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All persons on University premises must understand the emergency arrangements that apply in their area and must comply with them. This means knowing where the <u>nearest</u> evacuation route is; knowing where their assembly point is and who to report to; and complying with instructions not to re-enter the building until the 'all clear' is given by the Evacuation Officer or emergency services.

2 SCOPE

This guide is to assist Schools and Directorates prepare building emergency evacuation procedures. It provides generic guidance on evacuation procedures for foreseeable emergencies such as:

- Fire
- Bomb threat
- Suspect packages
- Major gas leak

This Guide is supplemented by the following Safety Guides and Notes which include more detailed information:

- Safety Guide 34 Part A Fire Safety Management Arrangements and Guidance for Building Occupants
- Safety Note 20 Guidance on Fire Refuge Areas
- Safety Note 28 Emergency Evacuation of Disabled People: Personal Emergency Evacuation Plans (PEEPs)
- Safety Note 38 Fire Warden and Evacuation Officer Duties

This guide does not apply to University-owned tenanted residential housing. These premises are issued with handbooks for occupiers which set out the fire safety arrangements in the individual premises.

3 RESPONSIBILITIES

The University has a duty to ensure that procedures are in place to be followed in the event of serious and imminent danger. This includes ensuring that all persons (staff, students, visitors, members of the public, contractors, tenants in buildings shared with University departments) can be evacuated from any premises where there is a potentially dangerous situation. All persons must be able to proceed immediately to a place of safety.

3.1 Duties of managers

Heads of Schools and Directorates and other managers (including other employers in tenanted areas or areas under the control of contractors) must ensure that:

- staff are appointed to manage emergency situations that might affect their buildings or their occupants (which means appointing a Building Manager who can then appoint Fire Wardens, Evacuation Officers and others as necessary, in consultation with School/department managers)
- staff receive training appropriate to their role in the emergency procedures (e.g. Fire Warden, Evacuation Officer)
- all staff are trained in the action to take in the event of foreseeable emergencies
- information is available to building occupants and visitors (including students) about the emergency procedures
- all building occupants comply with the emergency evacuation procedures
- if anyone fails to comply, this is regarded as a breach of university rules and is dealt with accordingly
- local risk assessments are used to identify any other emergencies which could require a building to be evacuated, and to develop local procedures to take account of this.

- after any emergency evacuation, procedures are reviewed to ensure that any lessons are learnt and procedures are modified if necessary

3.2 Duties of all building occupants

All staff, students and other building occupants must comply with the building emergency procedures, both during a 'real' incident and during practice drills. Any staff member or student who fails to do so may be subject to disciplinary action. Contractors who fail to do so may be excluded from University premises.

Any person who intentionally and wilfully misuses or interferes with equipment provided for alerting building occupants to serious and imminent danger (e.g. fire alarms) may be subject to disciplinary action.

3.3 Centrally booked rooms

In some University buildings, there may not be Fire Wardens readily available to check all areas. This is particularly true in buildings where centrally booked rooms are used out of normal hours. Therefore, in centrally booked rooms, the person in charge of the event (lecture, seminar, meeting etc) must ensure that the room is cleared and they must report this to the Evacuation Officer. **This applies to all centrally booked rooms, at all times and for all events.**

Out of hours, a lecturer/event organiser/leader may need to act as Evacuation Officer and report to the Fire Service.

3.4 Evening class organisers and hire of premises to external groups

Evening class organisers must ensure 'Fire Routine' procedures are made known to persons responsible for individual events, such as sessional lecturers, and that all persons attending the evening class are made aware of the procedures.

Similarly where areas are rented, leased or hired to external groups for e.g. social events, extra-mural events, conferences, club meetings etc, the University member responsible for the hire must make emergency information and instructions available to the person or group hiring the venue. This must include the fact that the person in charge of the event/meeting etc must ensure that all persons in the group evacuate the building when the alarm sounds.

4 FIRE SAFETY

The most significant risk to life in the majority of University buildings is fire. Information on the local fire procedures must be given in Area Health and Safety Codes (see Safety Guide 2). This section describes the University facilities and services available in support of the emergency evacuation procedures.

4.1 Management arrangements

The University requires each building to nominate a person to co-ordinate fire safety measures within the building. This person is the **Building Manager** (see Safety Guide 34 Part A). The

management of each School/Department/Directorate within a shared building must agree a nominee and advise Health and Safety Services of the appointment.

> **Guidance:**
>
> It is normally expected that the person appointed as Building Manager will be an Area Health and Safety Co-ordinator from within the School/Department/Directorate that is the largest occupier within the building.

The full duties of the Building Manager are set out in Safety Guide 34A and Safety Note 48. With regard to emergency evacuation procedures, their role is to act of behalf of the Schools/Department/ Directorate managements in a building to:

- put in place an emergency evacuation plan for the building
- ensure the appointment of Fire Wardens by each of the occupiers
- put in place a system for the nomination of an Evacuation Officer or Officers
- arrange fire drills
- liaise with Facilities Management Directorate (FMD) on the maintenance and repair of building fire detection and other systems e.g. fire alarms, fire refuge areas
- liaise with the University Fire Safety Adviser.

4.1.1   Evacuation Officer

An Evacuation Officer must be available to take charge during an emergency evacuation. This may be a nominated individual, or a system by which the first senior member of staff out of the building, or a member of Security Services takes charge.

> **Guidance:**
>
> The current arrangements for Halls of Residence are that out of day time hours the Evacuation Officer will be the member of Security Services who attends the incident. In all other buildings a member staff resident in the building is expected to take charge.

To ensure adequate cover Deputy Evacuation Officer(s) must be appointed, unless the emergency procedure for the building meets the need for providing cover for absences in some other way. There must be an appointed Evacuation Officer available during normal working hours.

Out of day time hours, a lecturer/event organiser/group leader in a centrally booked room may need to act as Evacuation Officer.

The duties of the Evacuation Officer are set out in section 4.2. In summary, they are to:

- take charge at the Assembly Point;
- liaise with Fire Wardens to account for staff and students (where practical) and identify areas that have/have not been checked;
- ensure that the emergency services have been called;
- provide information to the emergency services about: the cause and location of the fire (where known); missing persons; areas that have not been checked; building systems and hazards (see building emergency folder);
- prevent entry to the building until it is safe to do so;
- arrange a first aid post if required;
- where relevant and practicable, make an initial damage assessment, based on information available at the Assembly Point, and report back to the relevant Head of School/Directorate.

4.1.2   Fire Wardens

Fire Wardens must normally be appointed in advance by the local Area Health and Safety Co-ordinator, with overall co-ordination by the Building Manager. The numbers appointed must take account the size and complexity of the building and the availability of responsible people to act as Fire Wardens. Fire Wardens will normally be resident in the building. Full details of the role of Fire Wardens are given in Safety Note 38.

During an emergency evacuation Fire Wardens must:

- check their area on their way out of the premises, using the designated fire exit. This must include checking any Refuge Areas for the presence of disabled people, and checking any common areas such as kitchens, common rooms and centrally booked rooms
- marshal any remaining occupants out of the building
- report to the Assembly Point and carry out a roll call for their area if practical to do so
- report to the Evacuation Officer at the Assembly Point and account for their area being clear of occupants, and a roll call being complete (as appropriate). Report any staff or students not accounted for, or any areas not checked, to the Evacuation Officer
- manning doors to prevent re-entry
- assist the Evacuation Officer as required.

Guidance:

There may be some concern about assisting in the evacuation of a building in which the fire alarm has sounded. However a combination of building design and modern fire alarm systems means that the safe managed evacuation of buildings in an emergency can be achieved without undue risk. University buildings have modern fire alarm systems, which include automatic fire detectors, and have fire panels that provide detailed information about where the source of the alarm is. In addition, most buildings are designed with structural fire separation which means an outbreak of fire will be contained within its fire compartment for at least 30 minutes. Should a fire start, it will be detected at a very early stage thereby allowing an evacuation plan to be implemented before the fire develops. Information from the fire panel will indicate where the fire is, allowing judgements to be made about where it might not be safe to go when implementing the evacuation plan. Building evacuation plans should be tailored to the individual circumstances of each building, bearing these factors in mind.

Notwithstanding the above guidance, Fire Wardens (or anyone else) tasked with checking a building must not place themselves in danger. This means that if a Fire Warden is absent from their area when the alarm sounds, and if no-one else is available to stand in for them, the area may not be checked. There must therefore be a system to identify areas that have not been checked, and to inform the Evacuation Officer and emergency services of this.

Where there may be insufficient staff available to manage all aspects of an emergency evacuation, alternative arrangements may include delegating responsible students to assist the Evacuation Officer. In these circumstances, the students must be given clear written instructions on what to do e.g. by issuing pre-prepared prompt cards. Any proposals to include students in support roles in local emergency evacuation procedures must be agreed with the University Fire Safety Adviser. *NB This is not an alternative to appointing staff to undertake evacuation roles in academic buildings.*

4.2 Building facilities

4.2.1 Telephone facilities

All university office phones can be used to dial the emergency services. Otherwise, a limited number of telephones are provided within circulation areas, at strategic locations within the building, which can be used to dial Security Services.

The Building Manager should ensure that a phone is available within 2 minutes of finding a fire to phone the emergency services, at all times of day or night.

4.2.2 Assembly points

An assembly point, or assembly points, must be defined for each building by the Building Manager in liaison with the Fire Safety Adviser. The assembly point(s) must be clearly identified in Fire Routine Notices within the building (see Section 3.2.4) and marked by signage at the assembly point. Assembly points should be chosen bearing in mind the need to provide safe refuge for the assembled building occupants and unhindered vehicular access for the Fire Brigade and other emergency services.

4.2.3 Fire alarm systems

The fire alarm systems within the majority of buildings at Whiteknights/Bulmershe/ London Road Campus are linked to the University Security Services (extension 6300). Security Services will call the Fire Brigade when they are alerted to a fire alarm system activation. However, this should be regarded as a back-up to building occupants summoning the Fire and Rescue Service by telephone, and must not be viewed as a substitute for telephoning the Fire Service. Before drawing up local fire routines the Building Manager must confirm with Security Services (extension 7799) whether or not the fire alarm system in their building is connected to Security Services.

4.2.4 Greenlands

The fire alarm systems at Greenlands are linked to a remote monitoring centre. On activation of the fire alarm, either by automatic detection or pressing a manual alarm call point, the remote monitoring centre will respond to the alarm and alert the on-call Greenlands Duty Manager or security guard to investigate.

4.2.5 Fire Routine Notices

Standard "Fire Routine Notices" ("Fire - What you should do" notices) must be displayed beside fire alarm call points, in circulation corridors, bedrooms, areas of high circulation, eg bars, common rooms, lecture theatres, etc and in Refuge Areas. A template for fire routine notices is available from Health and Safety Services and is downloadable from the H&SS web site.

Fire routines **must** detail the methods available to contact the Fire Service i.e:

- Directly - by dialling 999 from an external line or mobile phone
- Indirectly – For Whiteknights, Bulmershe and London Road, by dialling 6300 from an internal telephone and asking Security Services to summon the Fire Service.

4.2.6   Passenger lifts

Lifts must not be used as a means of escape during fires or other emergency evacuations (but see section 3.3 below). Most passenger lifts will automatically travel to the ground floor, where the lift doors will open. If this does not happen, passengers in a lift when the fire alarm sounds must stop the lift at the next floor and leave the building using the nearest staircase.

4.3 Evacuation of disabled people

See Safety Note 20 for more information on use of Refuge Areas, and Safety Note 28 on Personal Emergency Evacuation Plans.

Schools and Directorates must make arrangements to assist disabled people during an evacuation. Procedures can include waiting in a refuge area or other safe area while the situation is assessed. Evacuation techniques include the use of evacuation chairs or self-evacuation by the disabled person. People with other types of disability may need to be accompanied out of the building.

Wherever practical a responsible person must ensure that a disabled person is accompanied to a refuge, and their presence in the refuge is reported to the Evacuation Officer. Wherever practical, a disabled person must not be left alone in a refuge area.

4.3.1   Communications with Refuge Areas

The majority of refuge areas in University buildings have had communications systems installed. These systems are linked to master control units within the building as well as to Security Services.

> Guidance:
>
> Where a refuge communications system is not installed, it is helpful if the disabled person or anyone accompanying them can use a mobile phone to keep in contact with the University Security Services. To assist with this, refuges should have notices giving the University emergency number.

4.3.2   Centrally booked rooms

In centrally booked rooms, the person in charge of the meeting/lecture/seminar must ensure that any disabled person in the room who cannot evacuate is escorted to a refuge area. They may be escorted by the disabled person's "buddy", by a student, or by a member of staff. The person in charge of the meeting/lecture/seminar must ensure that the presence of a disabled person in a refuge is reported to the Evacuation Officer.

4.3.3   Evacuation lifts

The University has adopted a policy of installing evacuation lifts in new buildings and during the refurbishment of existing buildings, where this is reasonably practicable – see Safety Guide 34 Part B. These are the ONLY lifts than can be used for the evacuation of disabled people. Evacuation lifts it can only be used during an evacuation to assist with the evacuation of disabled people. They must not be used for the evacuation of any other persons. It is essential that building and security services staff are trained in the procedures to be adopted to use the evacuation lift in an emergency situation.

4.4 Fire drills

4.4.1 Fire drills

Fire drills must be organised and conducted in accordance with Safety Guide 5 at least twice per academic year.

4.4.2 Induction training

New members of staff, undergraduate students and postgraduate students must receive induction training in accordance with Section 2.3 of Safety Guide 5. An on-line fire safety video is available on the Health and Safety Services web site and should be used during local induction training.

4.5 Reporting fires

All fires and emergency situations occurring on University premises - regardless of size - must be reported to the University Health & Safety Services (extension 8888) using an Incident Report Form (see Safety Guide 9).

5 FIRE PROCEDURE: DURING NORMAL HOURS

Normal working hours are defined by Heads of School/Department/Directorate and identified in the Area Health and Safety Code.

5.1 Evacuation following a fire alarm signal

On hearing the fire alarm **all buildings occupants** - including the person discovering the fire - must follow the building fire procedures. This will normally be:

- ensure that experiments, open flames and electrical equipment are made safe, if practical;
- close room doors, and leave the building immediately;
- proceed to the assembly point using the nearest evacuation route.

5.2 Duties of Fire Wardens

When the fire alarm sounds **Fire Wardens** must:

- check their designated area, and their evacuation route from the building, for persons not responding to the alarm signal;
- marshal people out of the building using the nearest escape route;
- report to the assembly point.

Each Fire Warden must report to the Evacuation Officer at the assembly point:

- the fact that their area has been checked, or not;
- the result of any roll call;
- details of any persons reported as missing in the premises.

Under no circumstances must Fire Wardens endanger themselves and significantly delay their own evacuation from the building.

Fire Wardens should then be ready to respond to requests for assistance from the Evacuation Officer.

5.3 Duties of the Evacuation Officer

Evacuation Officers and nominated Deputies must report to the assembly point. The Evacuation Officer or a deputy will then take control of the situation as follows:

a) Collect the building Emergency Folder (where provided) which is normally be located within the main entrance, porters lodge, etc. This includes a building plan, details of service isolation points, etc for use by the Evacuation Officer and the emergency services. Take any building emergency pack (where provided) to the assembly point.

b) Don a fluorescent jacket and take charge at the Assembly Point.

c) Co-ordinate the results of roll calls conducted by the Fire Wardens. Try and determine the likely location of any persons reported as missing.

d) Establish which areas of the building have not been checked by the Fire Wardens.

e) Allocate Fire Wardens and other responsible persons specific duties as required, including: acting as a nominated Deputy Evacuation Officer(s) or Door Wardens; passing messages to and from each assembly point; maintaining communication with persons in fire refuges; operating evacuation lifts (if suitably trained).

f) Establish whether the emergency services have been called. If there is uncertainty delegate this immediately to a responsible person. Security Services staff should quickly arrive at the scene (particularly at the Whiteknights campus) and will check that the phone call to the emergency services has been made.

g) Instruct Door Wardens to stand by all entrances to prevent anyone, apart from emergency services personnel, entering the building until further instructions are received from the officer in charge of the emergency services.

h) Establish communications with any disabled persons located in refuge areas.

i) Instruct a Perimeter Warden to walk round the perimeter of the building and report back upon any fire situation, and the locations of anyone in the building who is trying to attract attention from a window or rooftop, etc. As a general rule in a genuine fire situation if any persons are reported missing, any internal search of the building should be conducted by the emergency services. Inspections of the exterior of the building should be repeated until the emergency has finished and the all clear has been given.

j) Instruct staff acting as Road Traffic Co-ordinators to go to main campus road junctions to direct the emergency services through the campus to the building.

k) Ensure that evacuees do not leave the assembly point until the 'all clear' is given. This decision may involve the emergency services depending upon the severity of the situation.

l) If necessary, set up a first aid area using first aiders if available (see Safety Guide 8). In the initial stages of the evacuation it is best sited alongside the assembly point. In the longer term a location inside an adjacent building should be provided. The Evacuation Officer must ensure that ambulances know where to attend.

m) Provide the following information to the emergency services:

- persons reported missing with last known locations;
- building emergency folder
- location of refuge areas allocated for disabled persons;
- access to the building (provision of relevant keys etc);

- location of fire incident if known;
- isolation points for main services;
- plans of premises (if available);
- hydrant location(s); and
- specific hazards in the vicinity of the fire (cylinders, chemicals, radiation sources, biohazards, etc).

The attendance time for the Fire Brigade to University buildings is typically 5 - 8 minutes. Building searches are the responsibility of the emergency services – they will need reliable information to be provided by the Evacuation Officer.

- If the situation becomes prolonged, consider arrangements for evacuees to be accommodated and protected from the weather. Contingency plans to cater for this eventuality at Whiteknights are kept in the Security Services (extension 7799). Ensure that key individuals remain available to give information and assistance to the emergency services as required.
- A major incident where persons are injured may require the involvement of the Health and Safety Executive. Ensure that Health and Safety Services are informed (extension 8888). They will contact HSE if necessary.
- When the incident is under control the Officer in charge of the emergency services will report back to the Evacuation Officer. The Evacuation Officer should relay the "all clear" - dependent upon damage – to Door Wardens, Perimeter Warden, Road Traffic Co-ordinators, and evacuees. If there are areas that are considered unsafe the Evacuation Officer should consult with department heads to establish an action plan.
- Where possible the fire alarm system must be reset. The complexity of the system - particularly if involved with a fire situation - will require an engineer from FMD. Security Services (extension 6300) has access to the on duty personnel at Whiteknights/ London Road. Separate arrangements apply at Greenlands.

5.4 Duties of University Security Services

Security Services will:

- Confirm a fire alarm call to the emergency services
- Attend the scene
- Check the fire panel, and if safe to do so, the location of any automatic detection device that has activated
- Collate any available information about the cause of the fire/fire alarm and relay this to the emergency services
- Provide on-scene support.

6 FIRE PROCEDURE: OUTSIDE NORMAL HOURS

The evacuation arrangements for a fire occurring outside normal hours will require a modified routine for managing the evacuation, taking into account availability of staff. All buildings that may be occupied out of normal hours must have written fire procedures for outside normal hours occupation.

6.1 Action upon discovering a fire

If a fire is identified:

- Close the door of the room providing it is safe to do so.
- Operate the nearest Fire Alarm call point.
- Call the Fire Service on 0 or 9-999   (from a safe location)
- Inform Security Services on 0118 378 6300
- Ensure that no-one remains in the immediate area or escape route - without endangering yourself - and proceed immediately to the assembly point.

6.2 Action upon hearing a fire alarm

Persons within a building outside normal hours should, on hearing a Fire Alarm:

- Make safe any experiment or work in progress, turn off any electrical or open flame appliances, close the room doors and windows providing it is safe to do so, leave the building in a calm and orderly manner, and report to the Assembly Point using the nearest evacuation route.
- at the assembly point confirm who is the senior member of staff who will undertake responsibility as detailed in Section 4.3 - remember this may be yourself.
- If practical, carry out a roll call using the Building Occupants Register and any other information available about the presence of people in the building.
- Security Services staff will normally attend and will check that the emergency services have been called, and where safe to do so, will investigate the cause of the alarm.
- Provide information to the emergency services, as in section 4.3(m) above.
- Evacuees must remain at the assembly point until the emergency services confirm that it is safe to re-enter the building.
- If required, Security Services will contact School/Directorate senior staff to arrange attendance at the incident.

7 AFTER THE 'ALL CLEAR'

7.1.1   Damage assessment

A damage assessment may be required. This may be conducted by a representative of the School/Department/Directorate affected, together with staff from FMD. The results must be reported to the:

- University Fire Safety Adviser; and
- University Insurance Officer.

FMD will arrange security of the premises and estimate costs for the Insurance Officer (extension 8309).

7.1.2   Incident reporting

The procedures to record and report any injuries sustained are described in Safety Guide 9 and are summarised as follows:

- all injuries must be recorded in the School/Directorate/Hall accident book, and
- reported to the Health and Safety Services if more than local first aid treatment is required
- reported to the Health and Safety Executive by Health and Safety Services as required.

- all fires must be reported to Health and Safety Services.

7.1.3   Monitoring of fire location

If the incident involved a fire, the Fire Service should return control of the building to the Evacuation Officer once the fire has been extinguished. It is essential that careful monitoring of the area is maintained because re-ignition may occur. The Fire Service may arrange a further visit to the site as a precautionary measure to check this aspect.

8 FIRE SAFETY – GENERAL POINTS

8.1 Assessment of a fire

Whether or not an individual should tackle a fire is dependent upon a number of basic factors:

- the size and nature of the fire;
- difficulties of access (to get to the situation) and available means of escape
- available fire extinguishers/fire blankets
- confidence and competence of the individual in being able to operate the appropriate extinguisher(s) correctly.

Anyone in doubt should not tackle the fire but should follow the instructions for raising the alarm and evacuating the building.

As a general rule attempts to fight a fire should be limited to the following situations:

- a small localised fire, eg in a waste paper bin;
- a small fire contained in a laboratory beaker or test tube;
- a chip fryer, frying pan or small kitchen fire (ie burning food under a grill or in a toaster), where an appropriate extinguisher or fire blanket is immediately available;
- a small fire in a fume cupboard (when turning off the fan and closing the cupboard may extinguish the fire).

A fire situation involving the soft furnishings of a room must only be tackled if detected in the early stages providing:

- there is fire fighting equipment immediately available; and
- the support of another person is readily available; and
- routes of escape are readily available.

8.2 Means of escape and door security

Doors must be available as a means of escape at all times when persons are in the premises. It is essential that persons responsible for unlocking and securing building doors are aware of this, and are aware when the building may be occupied. When unlocking buildings both leaves of the door should be fully unlocked so that the maximum door width possible is available to reduce the evacuation time to the minimum possible. When locking the premises it must not be possible to lock people into the building. Security of premises for the benefit of persons and property must not override the need for maintaining means of escape routes.

8.3 Identification of Evacuation Officer and Fire Wardens

All Schools/Directorates must provide a fluorescent jacket that clearly identifies the Evacuation Officer as a focal point. Fire Wardens should have a fluorescent vest.

8.4 Emergency folders

The majority of high risk or large buildings on campus have a building emergency folder which contains information that will assist the emergency services in the event of fire. The folder is normally located in the main foyer or porter's lodge within a building. Typical information provided includes:

- plans of the premises including means of escape routes
- location of disabled refuges and associated control and communications equipment
- lines of fire resisting construction
- associated risks (cylinders, chemicals, radiation sources, biohazards, highly flammable liquids, oxidising substances, etc.)
- power supplies, intakes, etc.
- building contact names
- fire hydrants

The building emergency folder is initially prepared by the University Fire Safety Adviser. The Building Manager is subsequently responsible for making any minor modifications as required.

9 BOMB THREATS AND SUSPECT PACKAGES

Staff and students need to be aware of what to do in the event of a suspect bomb or package that may contain biological or chemical material.

9.1 Bomb threat - evacuation procedure

The recipient of a telephone call indicating a bomb on the premises should attempt to obtain as much information as possible from the caller. There are more detailed check lists to record information available from Security Services (extension 7799). These lists must be available within main office reception areas. However, the following is a minimum:

- Date, time and telephone number called

- Your details

- What the caller said - be as detailed as you can be, including any slang terms and swear words or slogans

- Any distinctive background noises such as traffic or weather (wind or rain etc.)

- Ask them for as much detail as possible on the location and the type of device and in particular, when it is supposed to go off

Try to keep the caller talking while you indicate to a colleague what the call is about and get them to call University Security on another line (x6300).

Anyone identifying a suspicious device inside or outside a building must not touch or handle it. They must phone Security Services (ext. 6300) and report what they have found. Unless the incident is a false alarm, the police must be called – normally by Security Services, after consultation with the Evacuation Officer or other senior members of staff from the area.

A decision to evacuate will be taken by Security in consultation with the University's Major Incident Team (MIT).

Subject to threat assessment, the following procedures will be adopted:

- The building may be evacuated; however this may not follow normal evacuation procedures since it is possible that a device may be located near the normal assembly point or en route. Evacuation may be to an alternative location further away from the building. Security Services will instruct building occupants on where to go.
- Evacuation may be achieved by setting off the fire alarm at a manual call point, or by a message cascaded round the building by word-of mouth.
- Procedures may need to be adapted to avoid entry to the area where the suspect package or bomb is located, for example by using Fire Wardens to prevent the use of certain evacuation routes.

Upon notification of the receipt of a bomb threat, Security Services will:

- Attend the scene
- Contact the Head of School/Directorate or other senior members of staff
- Liaise with the Evacuation Officer and Police at the assembly point
- If there are sufficient numbers of Security Services personnel available, they will control traffic and evacuees in the vicinity of the building.

9.2 Suspicious packages received by post

Terrorist or criminal incidents involving the receipt of suspect packages by post are extremely rare. However, if there is a concern that a suspect biological/chemical package has been received, steps should be taken to minimise the risk of exposure. The overall message is to remain calm.

9.2.1   General mail handling – what to look for

Items that can trigger suspicion include:

- Any letter or package that has suspicious or threatening messages written on it
- Any letters or package that is discoloured, has crystals on the surface, strange odours or oily stains
- Envelopes with powder or powder-like residue
- Excessive tape or string round any package
- Unusual size or weight to given size
- Lopsided, oddly-shaped or unexpectedly bulky or thick envelope
- A postmark that does not match the return address
- Restrictive endorsements such as "Personal" or "Confidential"
- Excessive postage, no postage or non-cancelled postage
- Handwritten, block-printed or poorly-typed addresses
- Incorrect titles, title but no name
- Misspellings of common words
- No return address
- Addressed to individual no longer with the organisation

What to do

If you believe you have received a contaminated package (and you are inside a building):

DO NOT OPEN ANY SUSPECT PACKAGE OR ENVELOPE

- Do not touch the package further or move it to another location
- Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination
- Prevent other from entering the room
- Switch off any room air conditioning system
- Notify your manager, Area Health and Safety Co-ordinator, or Security Services (x6300). The Department manager or Area Health and Safety Co-ordinator should ensure that the police are notified immediately by phoning 0-999. University Security Services must be informed (x6300).

Building occupants should:

- Switch off any building air conditioning or ventilation systems, if safe to do so
- Close all fire doors in the building.
- If there has been a suspected biological contamination, ensure that personnel outside the room are evacuated as soon as possible and ensure that individuals in the contaminated room are evacuated to an adjacent unoccupied room away from the hazard.
- If there has been a suspected chemical incident ensure personnel leave the room as quickly as possible. Possible signs that people have been exposed will be streaming eyes, coughs and irritated skin. Seek immediate medical advice from the emergency services.
- If a suspect package is found outside a building, it must not be touched or moved. Security Services must be informed. If it is believed that biological/chemical material is involved, the police should be notified immediately by phoning 0-999.

The following precautions should be taken in any buildings in the vicinity and specifically downwind from the hazard:

- Switch off any building air conditioning systems
- Close all fire doors
- Close all windows
- Move people away from the hazard and await instructions from the emergency services
- Security Services will limit access until the Police arrive to investigate and take control.

9.2.2   Personnel potentially exposed to biological/chemical material

If anyone believes they have been exposed to biological/chemical material, they should:

- remain calm
- do not touch eyes, nose or any other part of the body
- wash hands in ordinary soap where facilities are provided. Note, do not move out of the area to wash, this will only spread any contamination.

Staff movement outside contained locations should be avoided as much as possible. The police should be notified. All persons exposed to the material should be kept separate from others and they should be available for medical attention. All other people should assemble at a safe distance from the incident and continue to be guided by the police and the other emergency services.

9.3 Police assistance

For bomb threats or suspicious packages the police will attend the building but will not search the premises. Close liaison between the Evacuation Officer and the police will be essential. The nature of the incident and complexity of the building may result in members of staff being asked to volunteer to look round their normal place of work to identify any unusual objects or conditions, in support of police operations. This will be based upon staff's knowledge of buildings and their ability to recognise unusual or out of place conditions or objects.

9.4 Control of the assembly point and premises

Whilst liaising with the police, consideration should be given to moving the evacuees beyond the original assembly point. Door Wardens should monitor access doors from a sheltered position away from the building. Security Services and the police have a variety of signs and barriers to create an exclusion area.

9.5 Main switchboard communications

The University telephone switchboard and Security Services have procedures and check lists to use when dealing with bomb threats. Schools/Directorates should arrange for messages of this type to be relayed to Security Services.

10 GAS LEAKS

University buildings are supplied with mains gas for heating and for laboratory use. There is always the potential for the gas supply to be damaged. If you suspect a mains gas leak, telephone the FMD Helpdesk on extn 7000 immediately. Out of normal working hours, phone University Security on extn 6300.

Other gases, such as inert gases in laboratories and in particular liquid nitrogen, present risks to building occupants if the leak is sufficiently large. See Safety Guides 46 parts 3 Gas Safety and Part 5 Cryogenic gases, for information on emergency procedures.

11 FURTHER ADVICE

Further help and advice is available from the University Fire Safety Adviser (extension 8282) regarding fire safety aspects and from the University Security Services Manager (extension 8046) regarding emergency evacuation for bomb threats and other security measures.

Further reading

SAFETY GUIDE 5 FIRE DRILLS

SAFETY GUIDE 34 PART A FIRE SAFETY MANAGEMENT ARRANGEMENTS AND GUIDANCE FOR BUILDING OCCUPANTS

SAFETY NOTE 20 GUIDANCE ON FIRE REFUGE AREAS

SAFETY NOTE 28 EMERGENCY EVACUATION OF DISABLED PEOPLE: PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)

SAFETY NOTE 38 FIRE WARDEN AND EVACUATION OFFICER DUTIES

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

THE DISABILITY ACT (DDA) 1995/6

DISABILITY ACT (SENDA) 2001

FIRE SAFETY RISK ASSESSMENT; OFFICES AND SHOPS. DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT REF. NO. 05 FRSD 03338 (A)

FIRE SAFETY RISK ASSESSMENT; FACTORIES AND WAREHOUSES. DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT REF. NO. 05 FRSD 03338 (B)

FIRE SAFETY RISK ASSESSMENT; SLEEPING ACCOMMODATION. DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT REF. NO. 05 FRSD 03338 (C)

BS 5588-8: 1999 FIRE PRECAUTIONS IN THE DESIGN, CONSTRUCTION AND USE OF BUILDINGS- PART 8:   CODE OF PRACTICE FOR MEANS OF ESCAPE FOR DISABLED PEOPLE

HSE WEB SITE HTTP://WWW.HSE.GOV.UK/BIOSAFETY/DISEASES/ANTHRAX.HTM

Appendix 1:   Summary of generic evacuation procedure

1.   Occupants to make safe any experiment in progress, turn off any electrical or open flame appliances.

2.   Occupants to close room doors and windows if possible **without endangering themselves.**

3.   Occupants to alert anyone in their immediate vicinity and immediately evacuate the building.   Report to the assembly point.

4.   Lifts must not be used as a means of escape. If anyone is in a lift when the alarm sounds, they should stop the lift at the next floor and leave the building using the nearest staircase. *NB In new and refurbished University buildings, evacuation lifts may be available – during a drill these should only be used for the evacuation of disabled people.*

5.   Disabled persons to be escorted to a Refuge Area or out of the building. Wherever practicable disabled people should not be left alone in Refuge Areas. Persons in Refuge Areas should use the refuge communications system to contact Security Services for information.

6.   The Evacuation Officer should collect the building Emergency Folder and fluorescent jacket and proceed to the Assembly Point.

7.   Fire Wardens should don a fluorescent vest or armband, then check their immediate area for any persons remaining in the building. Report to the Evacuation Officer and confirm that the area is clear of persons. Areas that have not been checked must be reported.

8.   Persons in charge of events in centrally booked rooms must report to the Evacuation Officer that the room has been cleared.

9.   Where practicable/appropriate the Evacuation Officer should co-ordinate a roll call. Where this is not practicable the Evacuation Officer must confirm the areas of the building that have, and have not, been checked by Fire Wardens.

10.   The Evacuation Officer should collate any information known about the cause of the alarm, and relay this to Security Services (either tell the attending patrollers or dial 6300).

11.   Door Wardens must prevent re-entry into the premises.

12.   Evacuees must be instructed to remain at the Assembly Point.

13.   A Perimeter Warden should patrol the exterior of the premises to check for any persons trapped within the building.

14.   The Evacuation Officer may appoint persons to assist with relaying messages and instructions to and from each of the building assembly points.

15.   A Road Traffic Controller(s) should go to campus road junction(s) leading to the premises to guide the emergency services to the scene.

16.   Security Services should attend and should check the fire alarm panel and, if safe to do so, the location where any automatic detection device has activated, and inform the Evacuation Officer and Security Control of what they find.

17.   The Evacuation Officer should set up a first aid post if required, using a certificated first aider (see Safety Guide 8).

18.   The Evacuation Officer should brief the Fire/Emergency crews on the situation, ie:

   • location of fire;

- persons reported missing;
- areas of the building that have and have not been checked;
- location of Refuge Areas and any information about persons located in the Refuge;
- plans of premises if available, plus details of any specific hazards in the building.

19. Acting on the advice of the senior Fire Officer, the Evacuation Officer must inform building occupants, the Door Wardens, Perimeter Warden and Road Traffic Controller(s) once the emergency has finished and it is safe to re-enter the building.

People should only leave the assembly point and re-enter the premises on the instruction of the Evacuation Officer and after the alarm signal has been isolated. **NB Cessation of the alarm does not mean that you can re-enter the building.**

Appendix 2:   Version control

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
X.X	H&S	Every four years	XXXXX	XX/XX/XX
X.X	H&S	Annually	XXXXX	XX/XX/XX